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**Subject: Check Issuance**

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Effective Date: October 1, 2013

Revised from: October 1, 2012

**Policy:** All checks will be issued through the KWIC system after the client's eligibility has been documented and only when the caregiver/proxy is in the clinic to pick up their checks, and has provided a proof of identification. See Policy [CRT 04.00.00](#) Proof of Identity for acceptable forms of identification. The caregiver/proxy is required to sign acknowledge receipt of the checks by signing the electronic signature pad, actual check stubs or the client's check history report.

**Reference: CFR §246.12**

**Procedure:**

1. Checks are printed for the group while the caregiver/proxy is in the clinic. Checks may be mailed in limited situations where there is a definite need, see Policy [FCI 04.07.00](#) - Mailing WIC Checks for details.
2. Local Agency staff is responsible for reviewing the entire range of checks for the group to ensure that the correct checks are given to the correct caregiver/proxy.
3. The caregiver/proxy will provide a proof of identification and sign the electronic signature pad.
4. Except in extenuating circumstances the caregiver/proxy must sign the electronic signature pad to verify the receipt of their WIC checks. If the caregiver/proxy must sign the check stubs instead of the electronic signature pad, they may sign them all or the top and the bottom stub. If the caregiver/proxy signs the first and last check stub, Local Agency staff shall staple the entire range of check stubs together.
5. An "X" signature is allowed for persons unable to sign their name. Staff must make a note in the caregiver's file that they witnessed the caregiver sign with an "X". If the caregiver/proxy signs the electronic signature pad with an "X" staff must write "witnessed by" and their initials alongside the "X" in the signature field. If the caregiver/proxy signs the actual check stubs staff must write "witnessed by" and their initials beside the "X" on the check stubs.
6. Local Agency staff must make sure a signature was obtained for all checks issued. Once the client has signed the electronic signature pad scroll to the bottom of the signature screen to verify there is a signature present **before clicking the save button.**
  - If the LA moves the signature pad every time a caregiver/proxy signs for checks make sure to scroll down to the bottom of the signature screen to verify a signature was obtained **before moving the signature pad and before clicking the save button.**
7. If the client has left the building without signing for the checks they received the LA must do the following:

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- Print off the check history report for the appropriate client and keep it in a file labeled “checks not e-signed”.
  - Mark in the notices caution field on the client’s record “checks not e-signed”.
  - The next time the client comes in have the caregiver/proxy sign the check history form and delete the caution from the notices tab
  - File the signed check history form with that day’s diet questionnaires, or if an LA chooses file it in a separate folder.
8. Until a KWIC report is developed, the SA will be sending monthly notices to the LA of all checks without electronic signatures. LA’s are to follow the steps described in #7 above to obtain signatures for the checks listed in the report.
9. All signed check history forms and signed check stubs must be retained for at least the current plus three federal fiscal years.